Scenarios and Examples

Budget Allocation Sample and Scenarios

1. Click on **Reconciliation & Analysis** and then click on **Budget Allocation**.

2. To the lower right of the **Search** line click the **New Allocation** button.

3. On the New Allocation screen put your **Accounting Code**, **BOC** (1100, 1200, 2100), and **Amount** (
$10K, $5K, 15K) as well as any **Comments** that you may wish to include.
Note: The asterisk denotes a mandatory entry.

4. Click the **Save** button to save the budget allocation.

5. To search for the budget allocation that you just created, go to the Search bar and select the **Budget Fiscal Year**, **BOC**, and **Accounting Code**. You can conduct a search using only one of the search criteria; however, the results may not be as defined.

6. Add and then search for the following Budget Allocations:

BOC   Amount
2300 - $6,000
2400 - $2,000
2500 - $3,000
2600 - $10,000